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## MINUTES OF THE ANNUAL MEETING OF ASFORDBY PARISH COUNCIL

Thursday 11<sup>th</sup> April 2024, 7.00pm - Held at Asfordby Parish Office

**PRESENT:** Members: Cllrs; R De Burle, P Lamb, J Whitehead, K De Burle.

**In Attendance:** Administration Manager: Helen Callaghan

**Guests:** Eight members of the public.

**11.04.24/1. Election of Chairman.**

**Resolved:** To elect Cllr R de Burle as Chairman of the Parish Council for 2024-25. The acceptance of office was duly signed.

**11.04.24/2. Election of a Deputy Chairman.**

**Resolved:** To elect Cllr J Whitehead as Deputy Chairman of the Parish Council for 2024-25.

**11.04.24/3. To receive apologies for absence.**

None

**11.04.24/4. Members Disclosure of Interests.**

None

Members were reminded to ensure their Registration of Disclosable Pecuniary Interests are up to date.

**11.04.24/5 To approve and sign the minutes of previous meeting.**

**Resolved:** The Minutes of the Parish Council Meeting held on 14.03.2024 were approved by all and signed as an accurate record of the meeting with the exception of:

**14.03.24/7. Which should read:**

Members approved the replacement of the damaged bus shelter on Station Lane and the placement of bollards *as close as possible and not the 1.5m stated in the quotation* by provider B at a cost of £6,941.00 + vat.

**11.04.24/6. To consider an application for Co-Option.**

**Resolved:** The application from Sam Pitt Miller was approved and the acceptance of office was duly

Signed. Cllr Sam Pitt Miller joined the annual meeting of Asfordby Parish Council.

**11.04.24/7. Questions received from Parishioners in writing.**

None received.

**11.04.24/8. Public Forum.**

- A parishioner asked if the 3 minute speaking rule was per person or the time allocated to the session. The Chairman replied the 3 minutes was per person.
- A parishioner commended council on how well the parish was been kept clean and tidy. The Chairman thanked the parishioner for their kind comments.

**11.04.24/9. Chairman's report.**

- The Chairman welcomed new member Sam Pitt Miller to the council.
- Reporting that the council had had a successful year serving the community and was pleased it has been recognised.
- He confirmed that a deposit had been paid for the new CCTV system and council were awaiting a commencement date for installation.
- The Chairman confirmed there had been a short session with a new independent website provider and more time would be required for council to decide if it would meet council requirements.
- The Chairman asked Cllr K De Burle to update Council on her progress with Leicestershire County Council regarding the bridge on Station Lane.  
Cllr K De Burle reported LCC had written to her in reply to correspondence sent. They have advised they will not be extending the traffic lights around the bend, but are in the progress of implementing a number of changes for this site which they believe will significantly improve the safety of navigating the bend which includes adding yellow backing to signs, refreshing the centre white lines, installing reflective strips to the bridge and installing a raised profile edge in the vicinity of the bridge.

**11.04.24/10. Financial Matters.**

- a. Members received the year-end Financial Position at 31st March 2024 including the budget comparison report. The report shows that Council had managed its finances well and within its planned budget for the year. The final year figures indicated a small underspend which would be used to reduce the 2024/25 precept.
- b. To approve the year end summary of income & expenditure.

**Resolved:** To approve and sign the year end summary of income and expenditure including the Annual Return.

- c. Proposal to allow underspend to return to current budget.

**Resolved:** Approved to return underspend of £7,594.00 to current budget.

- d. To approve and sign the year-end Bank Reconciliation Statements.

**Resolved:** To approve and sign the year-end Bank Reconciliation Statements.

- e. To approve and sign March list of payments number 12 value £11532.56.

**Resolved:** To approve and sign March list of payments number 12 value £11532.56.

Members noted March list of payments received Cemetery/Hall/Allotments.

*QdB.*

**11.04.24/11. Administration Matters.**

- a. To approve the staff 2024/25 annual remuneration review discussed in closed session 14.03.24/15.

**Resolved:** To approve an increase of 3.5% from 1<sup>st</sup> April 2024 and for those staff receiving the living wage an increase of 9.8% in line with government policy.

- b. To approve the move of staff monthly salary payments from cheque to bacs payment.

**Resolved:** To approve the move of staff monthly salary to bacs payment.

The Chairman proposed to grant delegated responsibility to Cllr J Whitehead to act in the capacity of Service Administrator for the purpose of administrating 11.04.24/11b.

**Resolved:** Cllr J Whitehead was approved as Service Administrator and duly acknowledged to accept the role.

**11.04.24/12. To Review Council Policies.**

**Resolved:** To approve and re-adopt the existing policies as listed below:

Standing Orders, Financial Regulations, Code of Conduct, Financial Risk Assessment and General Risk Assessment.

**11.04.24/13. To Receive any submission from the public on important matters not included in the agenda.**

- Asfordby ward Cllr S Carter reported the housing development on Main Road Asfordby Hill had been put on hold following an infringement of planning rules relating to the entrance roadway and failure to move the bus shelter.

**Meeting closed at 07.40pm.**

**Date of Next Meeting:** To be confirmed

